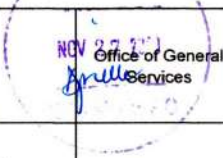


40	Motorpool Supervisor II	17-1/17-2/17-3	9	18763	Completion of two year studies in College	4 hours of relevant training	1 year of relevant experience	CS Sub-Professional / 1st Level Eligibility	NCV 27 201 Office of General Services
41	Administrative Assistant II (Clerk IV)	18-1/18-2/18-3/18-4/18-5/18-6/18-7/18-8/18-9	8	17505	Completion of two year studies in College	4 hours of relevant training	1 year of relevant experience	CS Sub-Professional / 1st Level Eligibility	Office of General Services
42	Administrative Assistant II (Mason Foreman)	19-1/19-2/19-3/19-4	8	17505	High School Graduate or Completion of relevant vocational / trade course	4 hours of relevant training	1 year of relevant experience	Mason (MC 11, s.96-Cat.I)	Office of General Services
43	Administrative Assistant I (Bookbinder III)	20	7	16458	Elementary School Graduate	None required	None required	None required (MC 11, s.96-Cat. III)	Office of General Services
44	Administrative Aide VI (Clerk III)	23-1/23-2/23-3	6	15524	Completion of two years studies in College	None required	None required	CS Sub-Professional / 1st Level Eligibility	Office of General Services
45	Administrative Aide VI (Heavy Equipment Operator II)	24-1/24-2/24-3/24-4/24-5/24-6	6		High School Graduate or Completion of relevant vocational / trade course	None required	None required	Heavy Equipment Operator (MC 11, s.96-Cat. I)	Office of General Services
46	Administrative Aide VI (Utility Foreman)	26-3/26-8/26-9	6	15524	Elementary School Graduate	None required	None required	None required (MC 11, s.96-Cat. III)	Office of General Services

35	Security Officer I	12-1/12-2/12-3	11	22316	Bachelor's Degree relevant to the job	None required	None required	CS Professional / 2nd Level Eligibility		Office of General Services
36	Administrative Officer I	13-1/13-2/13-3/13-4/13-5/13-6/13-7/13-8/13-9/13-10/13-11/13-12/13-13/13-14/13-15/13-16/13-17/13-18/13-19	10	20219	Bachelor's Degree relevant to the job	None required	None required	CS Professional / 2nd Level Eligibility		Office of General Services
37	Administrative Assistant III (Buyer III)	14-1/14-2/14-3/14-4/14-5	9	18763	Completion of two year studies in College	4 hours of relevant training	1 year of relevant experience	CS Sub - Professional / 1st Level Eligibility		Office of General Services
38	Administrative Assistant III (Computer Operator II)	15-1/15-2/15-3/15-4/15-5/15-6/15-7/15-8/15-9/15-10/15-11/15-12	9	18763	Completion of two year studies in College or High School Graduate with relevant vocational/ trade course	4 hours of relevant training	1 year of relevant experience	CS Sub - Professional Data Encoder (MC 11,s.96-Cat.II) 1st Level Eligibility		Office of General Services
39	Mechanic III	16-1/16-2/16-3/16-4/16-5/16-6/16-7/16-8/16-9/16-10	9	18763	High School Graduate or Completion of relevant vocational / trade course	4 hours of relevant training	1 year of relevant experience	Mechanic (MC 11,s.96-Cat.I)		Office of General Services

30	Engineer II	7	16	35106	Bachelor's degree in Engineering relevant to the job	4 hours of relevant training	1 year of relevant training	RA 1080	NOV 27 2011 Office of General Services
31	Administrative Officer IV	8-1/8-2/8-3/8-4/8-5/8-6/8-7	15	32053	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant training	CS Professional / 2nd Level Eligibility	Office of General Services
32	Administrative Aide III (Clerk I)	39	3	13019	Completion of two year studies in College	None required	None required	CS Sub-Professional / 1st Level Eligibility	Office of General Services
33	Administrative Aide I (Utility Worker I)	42-2/42-3/42-4/42-5/42-6/42-8/42-13/42-14/42-17/42-18/42-21/42-24/42-26/42-28/42-9/42-30/42-35/42-36/42-37/42-38	1	11551	Must be able to read and write	None required	None required	None required (MC 11, s.96-Cat. III)	Office of General Services
34	Administrative Officer II	11-1/11-2/11-3/11-4/11-5/11-6/11-7/11-8/11-9/11-10	11	22316	Bachelor's Degree relevant to the job	None required	None required	CS Professional / 2nd Level Eligibility	Office of General Services

26	Administrative Aide IV (Metro Aide II)	37-54/37-55	4	13807	Must be able to read and write	None required	None required	None required (MC 11, s.96-Cat. III)	MCV 27 271 Office of General Services
27	Senior Administrative Assistant V	5	18	42159	Completion of two year studies in College or High School Graduate with relevant vocational/ trade course	24 hours of relevant training	4 years of relevant experience	CS Sub - Professional / 1st Level Eligibility	Office of General Services
28	Administrative Assistant I (Computer Operator I)	21-2/21-3/21-4/21-5	7	16458	Completion of two year studies in College or High School Graduate with relevant vocational/ trade course	None required	None required	CS Sub - Professional Data Encoder (MC 11, s.96-Cat. II) 1st Level Eligibility	Office of General Services
29	Administrative Assistant I (Reproduction Machine Operator III)	22-1/22-2	7	16458	Elementary School Graduate	None required	None required	None required (MC 11, s.96-Cat. III)	Office of General Services

20	Administrative Aide III (Utility Worker II)	19-1/19-2/19-3/19-4/19-5/19-6/19-7/19-8/19-9/19-10/19-11/19-12/19-13/19-14/19-5/19-16/19-17/19-18/19-19/19-20	3	13019	Must be able to read and write	None required	None required	None required (MC 11 s.96-Cat.III)	NOV 27 2021 Amul Department of Veterinary Services
21	Poundkeeper I	20-1/20-2/20-3	3	13019	Elementary School Graduate	None required	None required	None required (MC 11 s.96-Cat.III)	Department of Veterinary Services
22	Security Guard I	21-1/21-2/21-3/21-4/21-5/21-6/21-7/21-8/21-9	3	13019	High School Graduate	None required	None required	Security Guard License (MC 11, s. Cat. II)	Department of Veterinary Services
23	Supervising Administrative Officer	3-1/3-2/3-3/3-4	22	66867	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS Professional / 2nd Level Eligibility	Office of General Services
24	City Government Department Head II (City General Services Officer)	1	26	109593	Bachelor's degree in public Administration, Business Administration and Management	None required	5 years experience in general services immediately preceding the date of appointment	CS (Professional)/ Second Level Eligibility	Office of General Services
25	Engineer III	4	19	46791	Bachelor's degree in Engineering relevant to the job	8 hours of relevant training	2 years of relevant training	RA 1080	Office of General Services

15	Animal Keeper II	13-1/13-2/13-3/13-4/13-5	6	15524	Must be able to read and write	None required	None required	None required (MC 11 s.96-Cat.III)	Department of Veterinary Services
16	Meat Inspector I	14-1/14-2/14-3/14-4/14-5/14-6/14-7/14-8/14-9/14-10	6	15524	Completion of two years studies in College	None required	None required	CS Sub-Professional/1st Level Eligibility	Department of Veterinary Services
17	Administrative Aide IV (Clerk II)	16-1/16-2/16-3/16-4/16-5	4	13607	Completion of two years studies in College	None required	None required	CS Sub-Professional/1st Level Eligibility	Department of Veterinary Services
18	Animal Keeper I	17-1/17-2	4	13607	Must be able to read and write	None required	None required	None required (MC 11 s.96-Cat.III)	Department of Veterinary Services
19	Administrative Aide III (Driver I)	18-1/18-2/18-3/18-4/18-5	3	13019	Elementary School Graduate	None required	None required	Driver's License (MC 11, s. 96-Cat.II)	Department of Veterinary Services

10	Veterinarian I	7	13	26754	Doctor of Veterinary Medicine	None required	None required	RA 1080	Department of Veterinary Services
11	Meat Inspector III	8-1/8-2/8-3/8-4/8-5/8-6/8-7/8-8/8-9/8-10	11	22316	Completion of two years studies in College	8 hours of relevant training	2 years of relevant experience	CS Sub-Professional/ 1st Level Eligibility	Department of Veterinary Services
12	Animal Keeper III	9	9	18763	Must be able to read and write	4 hours of relevant training	1 year of relevant experience	None required (MC 11 s.96-Cat.III)	Department of Veterinary Services
13	Administrative Assistant II	10	8	17505	Completion of two year studies in College or High School Graduate with relevant vocational / trade course	4 hours of relevant training	1 year of relevant experience	CS Sub-Professional/ 1st Level Eligibility	Department of Veterinary Services
14	Meat Inspector II	11-1/11-2/11-3/11-4/11-5/11-6/11-7/11-8/11-9/11-10	8	17505	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	CS Sub-Professional/ 1st Level Eligibility	Department of Veterinary Services

4	City Government Department Head II	1	26	109593	Doctor of Veterinary Medicine	120 hours of supervisory and managerial training	3 years immediately preceding the date of his appointment	RA 1080		Department of Veterinary Services
5	City Government Assistant Department Head II	2	24	85074	Doctor of Veterinary Medicine	32 hours of supervisory and managerial training	3 years immediately preceding the date of his appointment	RA 1080		Department of Veterinary Services
6	Veterinarian IV	3-2/3-3-/3-4	22	66867	Doctor of Veterinary Medicine	16 hours of relevant training	3 years of relevant experience	RA 1080		Department of Veterinary Services
7	Veterinarian III	4	19	46791	Doctor of Veterinary Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080		Department of Veterinary Services
8	Slaughterhouse Master III	5	18	42159	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS Professional/ 2nd Level Eligibility		Department of Veterinary Services
9	Slaughterhouse Master II	6	14	29277	Bachelor's degree	4 hours of relevant training	1 years of relevant experience	CS Professional/ 2nd Level Eligibility		Department of Veterinary Services

FILE COPY

CS Form No. 9
Revised 2018

Republic of the Philippines
CGO PASIG
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC
FO must be in MS Excel format

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the CGO PASIG in the CSC website:

Elvira R. Flores
ELVIRA R. FLORES, MNSA, CESE
CITY HUMAN RESOURCE DEVT. OFFICER

Date: November 27, 2020

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Disability Affairs Officer IV	1	22	66867	Bachelor's degree	8 hours of relevant training on disability affairs	3 years of relevant experience on disability affairs	CS Professional/ 2nd Level Eligibility		Person with Disability Affairs Office
2	Human Resource Management Officer II	5	15	32053	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS Professional/ 2nd Level Eligibility		City Human Resource Development Office
3	Administrative Aide III (Utility Worker II)	13-4	3	13019	Must be able to read and write	None required	None required	None required (MC 11 s.96- Cat.III)		City Human Resource Development Office

71	Administrative Officer IV (Supply Officer II)	9-1/9-2/9-3	14	29277	Bachelor's degree	4 hours of relevant training	1 year of relevant training	CS Professional / 2nd Level Eligibility	NCV 27 1071 Office of General Services <i>[Signature]</i>
72	Administrative Officer III (Supply Officer I)	10-1/10-2/10-3/10-4/10-5/10-6/10-7/10-8/10-9/10-10	10	20219	Bachelor's degree	None required	None required	CS Professional / 2nd Level Eligibility	Office of General Services
73	Painter II	30-1/30-2	5	14641	Elementary School Graduate	None required	None required	Painter (MC 11,s.96-Cat.I)	Office of General Services

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than December 12, 2020.


1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

 ELVIRA R. FLORES, MNSA, CESE
 City Human Resource Dev't. Officer
 City Government of Pasig


APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

66	Administrative Aide IV (Driver II)	8-1/8-2	4	13807	Elementary School Graduate	None required	None required	Driver's License (MC 11, s.96-Cat. II)	Office of General Services - Records Management and Archives Division
67	Administrative Aide III (Clerk I)	9	3	13019	Completion of two year studies in College	None required	None required	CS Sub-Professional / 1st Level Eligibility	Office of General Services - Records Management and Archives Division
68	Administrative Aide I (Utility Worker I)	10	1	11551	Must be able to read and write	None required	None required	None required (MC 11, s.96-Cat. III)	Office of General Services - Records Management and Archives Division
69	Archivist II	2	14	29277	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant training	CS Professional / 2nd Level Eligibility	Office of General Services - Records Management and Archives Division
70	Archivist I	4	10	20219	Bachelor's degree relevant to the job	None required	None required	CS Professional / 2nd Level Eligibility	Office of General Services - Records Management and Archives Division

61	Electrician I	5-2	4	13807	High School Graduate or Completion of relevant vocational / trade course	None required	None required	Electrician (Building Wiring) (-250 volts) MC 11, s.96-Cat. I)	
62	Engineering Aide	6-2/6-3	4	13807	High School Graduate or Completion of relevant vocational / trade course	None required	None required	None required (MC 11, s.96-Cat. III)	Office of General Services - Building Maintenance Division
63	Supervising Administrative Officer	1	22	66867	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS Professional / 2nd Level Eligibility	Office of General Services - Records Management and Archives Division
64	Records Officer II	3	14	29277	Bachelor's degree	4 hours of relevant training	1 year of relevant training	CS Professional / 2nd Level Eligibility	Office of General Services - Records Management and Archives Division
65	Administrative Assistant I (Computer Operator I)	6-1/6-2/6-3/6-4/6-5/6-6-/6-7,	7	16458	Completion of two year studies in College or High School Graduate with relevant vocational/ trade course	None required	None required	CS Sub - Professional Data Encoder (MC 11, s.96-Cat. II) 1st Level Eligibility	Office of General Services - Records Management and Archives Division



58	Administrative Aide III (Utility Worker II)	41-11/41-12/41-13/41-14/41-15/41-16/41-17/41-18/41-19/41-20/41-21/41-22/41-23/41-24/41-25/41-26/41-27/41-28/41-29/41-30/41-31/41-32/41-33/41-34/41-35/41-36/41-37/41-38/41-39/41-40/41-41/41-42/41-43/41-44/41-45/41-46/41-47/41-48/41-49/41-50/41-51/41-52/41-53/41-54/41-55/41-56/41-57/41-58/41-59/41-60/41-61/41-62/41-63/41-64/41-65/41-66/41-67/41-68/41-69/41-70/41-71/41-72/41-73/41-74/41-75/41-76/41-77/41-78/41-79/41-80/41-81/41-82/41-83/41-84/41-85/41-86/41-87/41-88/41-89/41-90/41-91/41-92/41-93/41-94/41-95/41-96/41-97/41-98/41-99/41-100/41-101/41-102/41-103/41-104/41-105/41-106/41-107/41-108/41-109/41-110	3	13019	Must be able to read and write	None required	None required	None required (MC 11 s.96-Cat. III)	Office of General Services
59	Administrative Aide VI (Storekeeper II)	25	6	15524	Completion of two years studies in College	None required	None required	CS Sub-Professional / 1st Level Eligibility	Office of General Services
60	Administrative Aide IV (Metro Aide II)	4-1/4-2/4-3	4	13807	Must be able to read and write	None required	None required	None required (MC 11, s.96-Cat. III)	Office of General Services - Building Maintenance Division

53	Accounting Clerk I	34	4	13807	Completion of two years studies in College	None required	None required	CS Sub-Professional / 1st Level Eligibility		
54	Administrative Aide IV (Bookbinder II)	35	4	13807	Elementary School Graduate	None required	None required	None required (MC 11, s.96-Cat. III)		Office of General Services
55	Administrative Aide IV (Driver II)	36-1/36-2/36-4/36-5	4	13807	Elementary School Graduate	None required	None required	Driver's License (MC 11, s.96-Cat. II)		Office of General Services
56	Administrative Aide IV (Reproduction Machine Operator II)	38	4	13807	Elementary School Graduate	None required	None required	None required (MC 11, s.96-Cat. III)		Office of General Services
57	Administrative Aide III (Laborer II)	40-2/40-3/40-4/40-5/40-6/40-7/40-8/40-9/40-10	3	13019	Must be able to read and write	None required	None required	None required (MC 11, s.96-Cat. III)		Office of General Services

47	Administrative Aide VI (Warehouseman II)	27-1/27-2/27-3/27-4/27-5/27-6/27-7/27-8/27-9	6	15524	Completion of two years studies in College	None required	None required	CS Sub-Professional / 1st Level Eligibility	Office of General Services
48	Mechanic II	28-1/28-2/28-3/28-4/28-5/28-6/28-7/28-8/28-9/28-10/28-11/28-12	6	15524	High School Graduate or Completion of relevant vocational / trade course	None required	None required	Mechanic (MC 11,s.96-Cat.I)	Office of General Services
49	Metal Worker II	29-1/29-2	6	15524	Elementary School Graduate	None required	None required	Metal Worker (MC 11,s.96-Cat.I)	Office of General Services
50	Welder II	31	6	15524	Elementary School Graduate	None required	None required	Welder (MC 11,s.96-Cat.I)	Office of General Services
51	Administrative Aide V (Carpenter II)	32-11	5	14641	Elementary School Graduate	None required	None required	Carpenter (MC 11,s.96-Cat.I)	Office of General Services
52	Administrative Aide V (Instrumentman)	33-1/33-2/33-4	5	14641	High School Graduate or Completion of relevant vocational / trade course	None required	None required	None required (MC 11,s.96-Cat. III)	Office of General Services